

2/28/2012 DIG MEETING

(very rough notes from Cheryl's iPad that she took for herself, decided to post to have a record of this meeting, posted 3.2014))

Calendar changes - Microsoft outlook calendar is what we will moving too. The software has been installed on most computers. Columbus and Scottsbluff and a few at SOB testing. Going well and the computer users will be the first in the office to use it but by the end of this week all in office will be using Outlook.

We also will be getting new versions of Word, Excel, and PowerPoint.

Office 365 Cloud environment is the web interface for calendar will be improved.

GI moving March 7-8, Columbus march 9. Dan and Tibor will be doing the installation.

Some wire updating is also going to be done over the next several months so expect some down town.

IPad training after the calendar conversion. 4 one hour sessions, different topics for each sessions. The training will be recorded. Mark encouraged staff to create user groups, i.e. placement, counselors, etc. Tibor could set up the training around the specific areas.

SRC Going to develop focus groups or a forum in their area. This replaces the survey's that used to be done. So Vic will be contacting OD's.

Vic will also be asking the OD's for their outreach plans like she did last year. This will also help Mark as he fills the Marketing person.

She also talked about the plan teams have when a person leaves. Currently the filling vacant positions chart indicates that the first thing you do is contact the VR Director and we thought that we would add to that notice is what is your continuity plan for the consumers while another person is being hired. Also should do the same think when someone who is on extended medical leave.

Consumer Input Committee - total of 16 consumers, the attached document was requested by Cindy Wagner. It will be used by the Marketing Committee and Cindy Wagner. More consumers would be welcome.

Director Update - mark. Plan to hire a marketing/outreach position. Close to getting the position posted this week. This person will be able to support the teams in their outreach and work with the teams. Marketing background, BA degree, be able to independently travel, experience with technology.

Office moves. Columbus moving next week. GI is also moving next week. Their space is brand new. Fremont - three spaces were bid, one space looks like it would be the best fit. Scottsbluff - mark heard this morning that if the 3 agencies that need to move will sign off indicating that we will expect a rent increase. If all 3 sing off then they will pursue

finding a location for all state agencies. It is expected that 1 agency won't sign but then it would open the possibility for us to go out on our own. Kearney is going to do some renovation by putting in a wall in their conference room.

RSA Monitoring - went over the agenda.

Production - did a great job last year. We met all the S and I while other states didn't. Goal for this year is 2022.

VR Liaison with Job Corp - Gordon. Deb Gardner is the local Liaison and she would be willing to work with any consumers from other teams if they have consumers up there.

Non-citizen draft language - Pat. Some non-immigrant aliens are able to work, usually they will get a 1-year card. Staff will need to really explore what their status is, as some may be facing deportation or their card is up for renewal and they don't if will be renewed. Because we want to assure that they will be here long enough to complete a plan.

Committee Reports - Jim

Worked on the checklists and have submitted them. Concerns still around background checks. Mark and Janet will meet with the employ comm. setting up a 30 second video that Dan will help them. Dan came and talked to them about what kind of technology needs they might need. Because of state staff no placement statewide meeting and will share their placement suggestions for training.

Transition - Jack meeting next week finalize draft checklists next week. Will also be looking at how getting students into the Employ program, how iPad use is going.

Evaluation - Janet talked about the use of valpar. Still issues with Nebraska career connections, next meeting Anne Klute come and talk to them about to get what they need. Janet has talked to Anne and Rich Katt to have a agency tab that would be easier for us to use. Also developed a check for eval. The eval are also looking at how they can be involved in training new evaluators. Next meeting March 29.

Counselor - Don. Counselors really would like to see mentors for new staff. Would like 2 new milestones, Services Interrupted and Training. Next meeting April 5.

Leadership - Pat gave a report on the Nov meeting.

FedEx update by the OD's

Melanie: communication in the team and team meetings. They now do agenda, communication between Fremont and Omaha

Roger - also focused on communication. Developed a checklist to force communication during the front-end process. Also did a couple of workshops on what is a team.

Debra J: working smarter not harder. Have seen some progress on the 113, not closing as many far app or elig and to not taking so many apps, making sure they really want to apply.

Brigid - self-employment, talked about streamline self-employment but then wants they

really got into it decided that it really needs to be like it is. Developed checklist for the counselor when a consumer is doing self-employment, also talked about having one team member be the point for self-employment.

Amelis - motivational interviewing. Identify after the orientation what the motivation is of the consumer is. They have been testing the last month but will want more testing  
Deb Dixon - VR process, in a snap shot what they can expect as they come to work with VR

Gordon - large number of term pre plan, and ones lost contact, employment program alternative to post sec for TR students, moving clients from one part of the process to the next, wrote letter to term consumers

Judy/Terry - adjusting staff meetings to get better communication ,report on outcomes and talk about difficult cases. Also worked on civility in the team meetings. Developed rules of engagement. They had 2 groups and the other group Wanted cross training because they felt that they needed to understand what placement does, likewise with TR  
Lisa - marketing and trying to get more referral sources. Developing a find a friend card in their orientation. Had a open house. In SSX Lyndi is working 9-6 two days a week as other agencies by them have late hours those days. Wanted state office to do a big media blitz. In SSX have coordinated better with referral sources because of the 2 days a week they are open later.

Elaine - team meetings, communication on the team discussing plans before developing, focus on strengths finders at each meeting, where they takes couple of strengths and talk about them

Larry -the happy people team, talked about shared values, developed values board. Have hired around those values. Jill -something about doing some kind of recognition at state staff

Jon - job retention - developed a form for job retention. What is now happening is that staff aren't getting detailed enough on the form to make it useful for staff. Getting more detailed when talking with consumers about how this job is going - talk to the consumer, they said going fine but then get fired the next day.

State Office - one team, printing duplex and the other team the Floater position

Kim - coffee kiosk - ran into funding issues, looking at seeing if another agency would be responsible for but the intent is still the same, getting consumers a chance to work.

Another Fed Ex day - maybe next July during QUEST down time

Field administrators meeting in KC - Don, May 21-22 , Steve Wooderson and a conference call with RSA. Don can't gland we have 2 stipends. First priority to the new OD's,

Corrections- Janet and Jon. Federal institution referrals, issue about getting release of information from the fed pens. The former inmate must use the federal release and send it directly to the fed pen.

Background screening - talked to Scott about how long it takes to get the background screens back. The out of state ones can take a long time. What are the real issues? Usually we say it's because it takes, too long but really according to the stats Janet provided. The instate ones really don't take that long, the out of state ones can take a long time. Jim shared that in one case the info that Scott reported back to the staff was

not the issue that was causing the problems for the consumer and he felt that it was info we didn't need to know. But in this case that was what caused the problem. Staff just aren't sending in requests because they will be told no. Scott doesn't send the background checks back to staff but making a summary of what he receives. Staff need to send to Janet the ones that we aren't sending to Scott and also the ones that Scott rejects.

Jon - community connections - pilot project

Release for medical before applicant - Don - decided that we would not change our release or practice of the consumer being an applicant before getting med info.